

ADMINISTRATION AND MANAGEMENT OF CHILD CARE PROGRAMS CERTIFICATE

(Note: Program requirements for this degree are offered on NOC Enid, NOC Stillwater, and NOC Tonkawa campuses.

At the beginning of each course listing, the four letter abbreviation indicates the department and the four digits indicate the course code used for enrollment. The total course hour value follows each.)

PROGRAM REQUIREMENTS	Credit Hours	SUGGESTED COURSE SEQUENCE	Credit Hours
GENERAL EDUCATION COURSES	3 TOTAL HOURS	FIRST SEMESTER	15 TOTAL HOURS
ENGLISH COMPOSITION COURSES		ENGL 1113 English Composition I	3 hours
ENGL 1113 English Composition I	3 hours	Business Elective	3 hours
PROGRAM REQUIREMENT COURSES	18 TOTAL HOURS	CD 1023 Introduction to Early Childhood Education	3 hours
CD 1023 Introduction to Early Childhood Education	3 hours	CD Child Health & Nutrition	3 hours
CD 1053 Child Health, Safety, & Nutrition	3 hours	CD 2143 Preschool Programming	3 hours
CD 2013 Behavior, Development, & Guidance of Children	3 hours	SECOND SEMESTER	12 TOTAL HOURS
CD 2143 Preschool Programming	3 hours	CD 2013 Behavior, Development, & Guidance of Children	3 hours
CD 2243 Infant/Toddler Programming	3 hours	CD 2243 Infant/Toddler Programming	3 hours
CD 2313 Administration and Management of Child Care Programs	3 hours	CD 2313 Administration and Management of Child Care Programs	3 hours
	3 TOTAL HOURS	Child Development Elective	3 hours
RECOMMENDED CHILD DEVELOPMENT ELECTIVE COURSES			
(Choose one of the following)		This is a suggested sequence timeline only. A student may require more than two semesters to complete the certificate depending upon enrollment status and remediation coursework that may be required as prerequisites.	
CD 1043 Children's Music, Movement, & Arts	3 hours		
CD 2023 Children with Special Needs	3 hours		
CD 2033 Children Language Arts & Literature	3 hours		
CD 2043 Child & Family in Society	3 hours		
RECOMMENDED BUSINESS ELECTIVE COURSES	3 TOTAL HOURS	NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by A.C.T. test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page by clicking on the following link: ACT Northern Oklahoma College (http://www.noc.edu/act) for placement guidelines.	
(Choose one of the following)			
ACCT 1203 Fundamentals of Accounting	3 hours		
BMGT 2233 Human Resource Dev	3 hours		
BMGT 2263 Principles of Management	3 hours		
BSAD 1103 Introduction to Business	3 hours		
BSAD 1113 Digital & Financial Literacy	3 hours		
CS 1113 Computer Concepts	3 hours		
Note: BSAD 1113 & CS 1113 are general education requirements toward an Associate degree so have an added advantage for students planning to complete that degree.			
TOTAL CREDIT HOURS	27		

The Certificate in Administration and Management of Child Care Programs has been developed to prepare a person to work in the childcare field by completing hours required for the Oklahoma Director's Certificate (ODC). As an embedded certificate within the Associate Degree in Child Development, the program provides the understanding of the emotional, cognitive, physical, & social development of infants through pre-school age, preparing students in the design and implementation of developmentally appropriate curriculum, as well as communication, teaching, and guidance.

A CDA Certificate must be submitted to the Registrar in order to receive six hours of college credit (CD 1023 and CD 1053) from NOC within the CD program requirements. The CDA Certificate, the Certificate of Mastery, and the Certificate of Administration and Management of Child Care Programs can be acquired prior to obtaining the Associate degree or as one obtains the Associate degree.

Career Opportunities

- **Child Care Center Director**
- **Child Care Center Master**
- **Teacher**
- **Headstart Staff**
- **Public School Teacher's Aide**